



2023

City Manager's Report



February Edition

City of York: City Manager's Report

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

DATE: March 1st, 2023

SUBJECT: City Manager's Report – February 2023



The City Manager's report will be published each month for the City of York Citizens to be informed of City activities and updates. In addition, this report is provided at each regular scheduled City Council Meeting. I am pleased to send you an update on the City's recent activities for the month of February 2023. Please contact me if you have questions or need additional information at dpierce@yorksc.gov or 803-684-3742.

Events & Important Dates

- Several City of York hosted events were approved by City Council at the February 7 meeting, including:
 - Cinco De Mayo, Friday, May 5
 - Summer Concert Series, 2nd and 4th Thursdays during Summer starting May 25
 - York Summerfest, Saturday, August 26
- Community events hosted by local organizations and supported by the City of York's Hospitality Tax Grant Program were also approved by City Council at the February 6 meeting, including:
 - March for the Heart 5K, Saturday, March 18
 - 6th Annual Silver in the City, Friday, April 21 & Saturday, April 22
 - Will Frederick Memorial 5K Run for the Kids, Saturday, April 29
- The Community Events Department has hired a new Community Events Assistant, Danielle Carilli. Her anticipated start date is mid-to-late March.
- City Council, Boards, & Commissions
 - February 7-8, 2023 – City Council attended the Hometown Legislative Action Day in Columbia, SC
 - March 7, 2023 - Regular City Council Meeting at 6 p.m.
 - March 6, 2023 - Board of Architectural Review
 - March 13, 2023 – Board of Zoning Appeals
 - March 20, 2023 – City Council Workshop at 5 p.m.
 - March 27, 2023 – Planning Commission

Administration

- Met with all department heads with the Human Resources Director the week of February 13 – 17 to discuss the FY22-23 personnel and business operations to get a more detailed overview of each department.
- Continue to meet with a variety of community stakeholders, local government executives, local businesses, and citizens in the first month.
- City Manager attended the first session for the Local Government Leadership Advanced Institute through the South Carolina City and County Management Association and The Darla Moore Foundation on February 7-8, 2023, in Lake City, SC.
- Met with district representatives from Senator Graham and Scott's local offices.
- Met with State Representative Tommy Pope.
- Appeared on the WRHI Palmetto Mornings Radio Show (City Manager will be on the radio on the third Thursday of the Month).

- Submitted a letter to the York County Delegation requesting approximately \$2 million for the proposed Hotel development project on S. Congress St. for the FY24 State of South Carolina Budget.
- Continuing to review documents that include the Comprehensive Plan, Zoning Ordinance, Utility Procedures, Budgets, Administrative Code, Fee and Rate Structures, Park & Rec. Master Plan, Compensation study, and all of the 2022 City Council meeting agendas and minutes.
- Finalized timeline and formal adoption procedure with the assistance of the SC Revenue & Fiscal Affairs, the NAACP, and the City Council regarding the City's redistricting map.

Finance

- The three LGIP General Fund investment accounts earned approximately \$30k in interest this month with an average interest rate of 4.5%.
- The City received its second large disbursement of property tax from York County that totaled \$1.5 million plus.
- Staff is over halfway complete with the FY22 audit, with auditors making a second visit the week of February 20th.
- Staff are continuously completing journal entries, receiving payments and various revenues, processing account payables, generating work orders for public works and public utilities, and responding to citizen inquiries daily.
- Finalized the FY2023 – 2024 Budget Schedule with the City Manager
- Met with a financial consultant to discuss tasks to assess the current financial condition, fee and rate schedule, and future financial forecasting condition.
- Mr. Wilkins, the new Finance Director, will provide a summary report of February 2023 financials at the City Council Meeting on March 7, 2023.

Fire



Incident Type Group	Q1			Q2			Q3			Q4		
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
100 - Fire	10	8	7	5	6							
300 - EMS	77	89	88	91	88							
400 - HAZMAT	8	7	9	12	6							
500 - Service Call	5	10	8	3	7							
600 - Dispatched, Cancel En Route	22	28	20	13	22							
700 - False Alarm	13	13	21	15	16							
800 - Natural Disaster	2	0	2	2	2							
900 - Special Incident	1	0	0	0	0							
Total	138	155	155	141	147		0	0	0	0	0	0

FYTD Total Calls for Service 736

- Events, Training, & Other Updates
 - Fire Station Study Ongoing with Beacon GIS (Total Contract \$9,735)
 - Annual Firefighter Physicals
 - Regal, Ayers, Ramsey: Fire & Life Safety Quarterly Meeting
 - Shillinglaw & Oliver: SERTC Training, Pueblo CO
 - Membership Meeting & Training
 - In-Service Training (All Shifts)
 - Rose: Fire Marshall Quarterly Training
 - B. McAninch: El Mascaro Training
 - NFPA 1401 Single Engine Company Drills (All Shifts)
 - AFG Grant Application Submitted

Police

- Monthly Crime Data (See Next page)
- Total Calls for service for the Fiscal Year = 4,196 (documented on the monthly report)

REPORT MONTH: FEBRUARY 01/24/2023 - 02/23/2023		
OFFENSE DESCRIPTIONS	CURRENT	Y-T-D
CRIMES AGAINST PERSONS		
HOMICIDE (09A-C)	0	0
KIDNAPPING (100)	0	0
ASSAULTS (13A-C)	21	31
RESISTING ARREST (90N)	4	5
SEX OFFENSES (11A-D,36A-C,370)	1	3
DOMESTIC OFFENSES (13A-C,90F, 90Z)	4	12
CHILD ABUSE/NEGLECT (90F)	0	1
UNLAWFUL USE TELEPHONE (753)	3	4
TOTAL	30	51
PROPERTY CRIMES		
ARSON (200)	0	0
ROBBERY (120)	1	1
BURGLARY (220)	1	6
LARCENIES (23A,B,D-H)	17	25
SHOPLIFTING (23C)	7	16
MOTOR VEHICLE THEFT (240)	2	3
USE OF VEH. W/O CONSENT (756)	1	1
FORGERY (250)	1	1
FRAUD (26A-F)	3	7
EMBEZZLEMENT (270)	0	1
STOLEN PROPERTY OFFENSES (280)	0	0
VANDALISM (290)	6	13
TRESSPASSING (90J)	5	9
TOTAL	44	83
CRIMES AGAINST SOCIETY		
VIOL. DRUG LAW (35A)	19	33
WEAPONS VIOLATIONS (520)	1	2
PUBLIC DISTURBANCES (90C)	3	5
VIOL. CITY ORDINANCES (35B,90Z,NRP)	7	19
BEER/WINE/LIQ LAW VIOL (90G)	2	4
FALSE INFO/INTERFERING W/POLICE (90Z)	4	6
FUGITIVE FROM JUSTICE (90Z,NRP)	1	1
TOTAL	37	70

- Community Events
 - 02/02 – CSO Edwards met with Cummins/Meritor about upcoming Community Litter Pick up
 - 02/07 – Chief Trail attended the monthly YC Chief's Meeting
 - 02/08 – Participated in FTC training titled "Reaching Older Adults About Scams"
 - 02/09 – Command Staff attended the retirement dinner for Barbara Denny (*Finance Director*)
 - 02/14 – Chief Trail/CSO Edwards hosted a security meeting with Lifeway Church
 - 02/19 – New hires (Gaston & Bergin) began Basic Law training at SCCJA (12 weeks)
 - 02/21 – Command Staff hosted an introduction meeting with Regional Director (*Briana Bateman*) for US Senator Tim Scott.
 - 02/23 – YPD Records Clerk (Alisa Lundy) participated in records redaction training
 - 02/24 – YPD hosted a community blood drive with OneBlood collecting 24 units

Human Resources

- Human Resource Q1 Target Area: Risk Management
- Initiatives:
 - Consulting with RCH Benefit Advisors for cost-saving opportunities in health coverage that can then be reallocated to employees cost of coverage, while also:
 - Condensing ancillary coverages for more efficiency in benefit offerings and administration.
 - Streamlining onboarding and off boarding process for health coverage.
- Met with Department heads to discuss their respective departments as it relates to personnel.
 - Challenged department heads to present 3 goals for their department at the first leadership meeting in March.

- Posted OSHA 300 Log and up to date signage at all work stations in order to be federally complaint.
- Worked with Parks and Recreation to submit a grant application for a fitness court.
 - The City of York was subsequently awarded the preliminary grant.
- Other news:
 - Procured quotes for re-keying City Hall.
 - Explored FirstNet phone services for better connection/service for public safety.
 - Reinstated monthly employee birthday celebrations.
 - Assigned customer service training to our Parks and Recreation team.
 - Evaluating current vendor relationships to shop for competitive rates.
 - Vendors include: cleaning, phone service, locksmiths, and internet.

➤ Recruiting and Development

Role	Closing Date	Applications
Police Officer (1 total opening)	OTF	9
Total		9

- Total New Hires for January 2023: 8 (1 Finance Director, 2 Part-time Parks and Rec Employees, 1 Utilities Crew Worker)
- Retention Rate for 2023: 100%
- Voluntary Turnover Rate for 2023: 3.93%

Parks & Recreation

- All full-time and part-time staff members of the P&R department will be taking a mandatory 1-hour customer service training through LocalGovU/ MASC.
- Maintenance/Facilities:
 - Maintenance staff are continuing to have issues with broken glass bottles in the majority of the parks and under the shelters at the complex.
 - Staff members are continuing to prepare the fields for our upcoming baseball/softball season. This includes dragging all the fields three times per week, spraying the infield for weeds, administering field conditioner, etc. We have also reset the bases, mounds, and pitching rubbers on all fields at the complex.
 - Three swings were replaced at Wooded Valley Park due to vandalism.
 - Staff has continued to stay on the park and trail clean-up schedule.
- Athletics/Programs:
 - The Parks and Recreation Department is excited and pleased to announce that we will now be offering gymnastics. We will have (2) 5-7-year-old classes and (1) 8 and up classes. All three classes are full, and a waiting list has been formed. This class will be taught by Patricia Matheson and will begin on March 7th.
 - Our winter basketball program concluded on February 11, 2023. Staff will be sending the coaches an email thanking them for volunteering. We will also be formulating a survey in the near future for our coaches and citizens to give us insight on ways to improve our programs and ideas that the community would like to see come to fruition.
 - Staff member attended SCAP meeting at Cherry Park for updated all-star information for the 2023 season.
 - Staff member attended the Dixie Youth Pre-Season Baseball and 2023 District 2 Tournament meeting held in Pauline, SC.
 - We have ended registration for baseball and softball ages 6-12. We will have a total of 6 age groups.
 - We have opened registration for Tee Ball, Coach Pitch, 16U softball, and Dixie Boys Baseball
 - The recreation team is continuing to work on a fundamental summer basketball program called "skills and drills." After listening to our parents and coaches on ways they feel we can strengthen our winter basketball league, we've decided to incorporate this program. More details to come.

- P&R is planning an Easter Egg Hunt. More details to come.

➤ Projects:

- Staff completed and submitted National Fitness Campaign Healthy City Grant Application in hopes of securing partial funding for an outdoor fitness court on 2/14/23.
 - UPDATE: As of 2/27/23, we were notified that the City of York, SC has been awarded preliminary eligibility for the \$30,000 grant to participate in the 2023 Health Cities Campaign. This Grant Award is pending final approval, which will occur on the Award Call. This Grant Award is pending final approval, which will occur on the Award Call. Our official Award Call has been scheduled for Wednesday, March 8th at 3:45 pm.
- Signed the notice to proceed along with Pack Men contracting to begin restroom renovations at the Rec Complex. These renovations are scheduled to be completed prior to the upcoming baseball/softball season. Renovations are roughly 60% completed.
- A preliminary project meeting was held with Keck & Wood on January 6, 2023, for City Park Phase II. The City has received architecture design drawings for the stage, and staff is pushing to have this project out for bid by April 2023.

Planning & Zoning

➤ Permits, Site Plan Reviews, Inspections, Enforcement Data, and Impact & Capacity Fees

- Residential Construction Permits Issued: 30
- Residential Construction Permits Issued: 3
- Construction Inspections Total: 402
- Certificate of Occupancy or Completion Issued: 20
- Code Enforcement Violations/Notifications: 12
- Total Impact Fees Collected: \$137,674
- Total Capacity Fees Collected: \$136,382

➤ Ongoing Developments Overview

#	NAME	LOCATION	ZONING	TOTAL UNITS	STATUS
1	Monterey Park	South Pacific and Hunter Street	R-5	157 Single Family Detached	Final plat has been approved for Phases 1 and 2; Staff comments issued regarding proposed final plat for Phases 3 and 4
2	Austen Lakes Phase 5	Black Highway	R-5	62 Single-family Detached	Final plat has been approved, the project is mostly completed
3	Abrial Ridge	Lincoln Road near YCHS	R-5	128 Single-family Detached	Final plat has been approved for Phase 1 and 2; house construction is proceeding quickly
4	Fergus Crossroads	Alexander Love Highway near Cooperative Way	PUD	243 Single-family Detached; 110 Townhomes; 3 Commercial parcels	Staff comments issued regarding proposed final plat for phase 1
5	Wilkerson Place	Cooperative Way	PUD	123 Single-family Detached; 22 Townhomes; 7 Commercial parcels	Staff comments issued regarding proposed final plat for phase 1
6	The Landings at White Rose	McFarland Rd and East Liberty St	R-5	40 Townhomes	Townhome construction is proceeding quickly; all permits have been issued
7	The Trails at Asbury Ridge	Black Highway & Alexander Love Highway	PUD	152 Single-Family Detached; 3 Commercial out parcels	Final plat for Phase 1 has been approved (29 lots)
8	Cannon Village	Fourth and Fifth Street	R5	100 Single-family Detached; 109 Townhomes	Preliminary plat submitted for review
9	Tradition at Spring Lakes	Springlake Road and Blessed Hope Rd	R5	153 Single-family Detached	Preliminary plat is conditionally approved
10	Bellina	Hunter Street near Hunter Street Elementary	R5	75 Single-family Detached	Preliminary plat is conditionally approved
11	Brighton Springs	Highway 5 near Park Place Rd	R5	173 Single-family Detached	Preliminary plat submitted for review
12	Pinckney Road PUD	Highway 321 and Old Pinckney Road	PUD	156 Townhomes; 126 Single-Family Detached; 1 Commercial parcel	Preliminary plat has been conditionally approved
13	Ratiff Heights	Kings Mountain Street/ Carroll Ave	R5	133 Single-Family Detached	PC Recommended approval of R5 rezoning/conceptual site plan; Council and BZA action pending
14	McFarland Estates	Devinney Rd and McFarland Rd	R5	159 Single-Family Detached	Preliminary plat is conditionally approved
16	York Meadows	Alexander Love Highway and Lincoln Rd	PUD	155 Townhomes; Commercial parcel	PUD rezoning/conceptual site plan approved

➤ Board & Commission Meetings Highlights/Updates

- Board of Architectural Review - 02/08/2023:
 - 108 West Jefferson Street – approved entryway renovation
 - Approved monument and wall signage for Spirit Shoppe located at 1070 Filbert Highway
 - Approved monument and wall signage for Family Dollar located at 630 East Liberty Street
- Board of Zoning Appeals - 02/23/2023:
 - Approved a variance application for an addition to a house at 606 West Liberty Street
- Planning Commission- Special Meeting - 02/27/2023:
 - City staff provided a report regarding the completion status for each moratorium action item for review and discussion by the Planning Commission. The final status report will be

provided to Council along with a request from the Planning Commission to extend the moratorium by either 3 or 5 months. The Planning Commission indicated that it would have recommendations to Council by the end of May but that Council may want an additional two months to review such recommendations and receive public feedback before making a final decision on the matter.

- Planning Commission- Regular Meeting - 01/30/2023:
 - Conditionally approved a preliminary plat submittal for the Pinckney Road PUD project near the intersection of Old Pinckney Rd and Chester Hwy.
 - Steve Allen from Catawba Regional was present to discuss certain issues listed in the City's moratorium ordinance on certain types of residential construction. Such issues included updating the land-use map around the perimeter of the city, needed updates to the comprehensive plan, growth management methods, including the review of utility capacity, etc. Steve will return to an upcoming Planning Commission meeting to provide further updates and finalize needed action items; in the meantime, the Planning staff will continue to meet with Steve as we work through all needed items.
 - Upcoming workshop dates were established as the Planning Commission works toward final recommendations by the end of May.
- Other Updates
 - Infovision Software Hosting, Support, and maintenance agreements were signed. The next steps are to schedule training for staff and software configuration.

Public Works

Sanitation (Tons)

Residential	218
Commerical	175
Recycling	21
Total Sanitation	414

Trash (Tons)

Brush	49
Trash	27
Leaf (Loads)	33
Total Trash	109

Streets

Sidewalk (LF)	0
Curb (LF)	0
Asphalt Laid (Tons)	0
Storm Drain Maint.	0
Signs Maint.	7
Total Streets	7

Public Utilities

- Work orders
 - Created: 117
 - Completed: 45
 - Incomplete: 71 (66 Pending Meter Installs)
- Locate Tickets
 - Created: 365
 - Completed: 174
 - Incomplete: 191
- Training & Certification
 - J. Blanton S. Clayton completed 16 hours of Bio-solids training through WEASC.
 - B. Johnson began employment with the Utilities Department on February 27, 2023.
- Water & Wastewater Distribution Monthly Data Overview
 - See Next Page

CITY OF YORK
UTILITIES DEPARTMENT REPORT
December 2022

	This Month	Last Month	This Month Last Year	Year to Date
	February 2023	January 2023	February 2022	2022
Treatment (1,000 gal.)				
	October 2022 - October 2023			
A. Water Treated	0	0	0	0
B. Sewage Treated	30,630,000	25,752,000	30,553,000	123,226,000
Wastewater Sludge (tons)	65	0	50	65
System Growth				
B. Water Taps (units)	4	5	0	14
C. Line Extensions (ft.)	300	160	28	1,160
D. Sewer Taps	2	3	2	11
E. Line Extensions (ft.)	0	100	60	220
F. Storm Drain Lines (ft.)	0	0	0	0
G. Irrigation Meter	0	0	1	1
System Maintenance				
A. Water Leaks	8	6	10	84
B. Sewer Repairs	3	6	2	21
C. Utility Cuts Made	6	5	6	46
D. Hydrants Replaced	0	0	0	0
E. Hydrants Repaired	0	0	1	0
F. Hydrants Flowed	3	0	6	31
G. Sewer line maintenance	20	31	19	142
H. Landscaped w/s cuts	6	6	6	29
I. Sand & Gravel (tons)	60	100	45	470
Meters				
A. Replaced	45	25	24	131
B. Repaired	20	10	15	66
C. Flow Tested	0	0	0	0
Overtime (hours)				
B. Waste Water Plant	5	28.5	0	50.75
C. Utility Maintenance	19.5	19.25	25	123.5
E. Meter Reader	7	13.75	22.5	57.25
Total Overtime	31.5	61.5	47.5	231.5

➤ **Ongoing Developments & City Projects:** (* - Designates a City Project)

○ **Asbury Ridge**

- Site work and Utility work continues on Phase 3, weather permitting.
- Pressure testing for water and sewer has been completed for Phase 2.
- Phase 1, "Bezelle Ave." has received the final plat, and Century Communities will start new homes soon.

○ **Fergus Crossroads**

- Water and Sewer testing for Phase 1 and partial Phase 2 have been completed.
- All Roads and infrastructure are completed.
- Lift Station is nearing completion, the backup power generator is not on site and holding up completion.
- City identified 20 hydrants that need to be changed out due to being the wrong size from the specifications on the approved plans, those Hydrants have been changed out.

○ **Wilkerson Place**

- Water and Sewer Pressure testing has been completed, samples have been pulled, and permitting package is being sent to SCDHEC.
- City identified one hydrant that needs to be changed out due to being the wrong size from the specifications on approved plans, the hydrant has been changed out.

- **Lake Caldwell* (Total Project Budget \$1,200,000)**
 - Comments from SCDHEC on 1/19/2023 from plans submitted in November of 2022 were addressed by Shield, Plans were redrawn and resubmitted on 2/17/2023.
 - Grading permit NOI, FRO, C-SWPPP, and Site Plan through the County has been approved.
 - Additional permitting will not be required once DHEC issues the Construction permit.
- **Liberty Street Waterline Extension* (Total Project Budget \$5,915,000)**
 - A progress meeting was held on February 17th with Daniel Wallace and Seth Graves from Keck and Wood.
 - Scope discussion items were line locations near Hwy 321, unknown Storm configuration near Smith St., types of materials, original vs. current cost estimates and ways to reduce cost through other alignments, and material procurement.
 - Further discussion will be had with SCDOT about paving which could significantly cut down on the cost of the project.
- **Ratchford Water Tower* (Total Project Budget \$416,000)**
 - All repairs to the damage have been completed, the tower is full and functioning.
 - Crews are closely monitoring the cycles to work out any problems that may arise with the new hardware.
- **Lake Caroline Upper and Lower Dam* (Total Project Budget \$400,000)**
 - Topographic Surveys have been completed.
 - The Boring rigs for geotechnical analysis will be on site in March to complete that portion of the work.
- **Reading St. Waterline Extension* (Completed January 2023)**
 - Permit to operate was received by SCDHEC.
 - Faulkner Development finished all bores and tie-ins to existing residents on Reading St.
 - Landscaping, Driveways, and ROW restoration have been completed.
 - The line is fully operational.
- **Lincoln Rd. Sidewalk Project* (Total Project Budget \$795,000)**
 - SCDOT has approved the conceptual design for the Sidewalk project. Staff expects the full design to be complete within the next month.
- **Railroad Ave. Sidewalk Project* (Total Project Budget \$502,000)**
 - Staff met with members of the SC Rural Infrastructure Authority and the Council of Governments to select an Engineering firm.
 - Campco Engineering was selected and upon approval from the State, Staff will set up introductory meetings for the project scope and outline.
 - The Sidewalk will span from the intersection of East Jefferson @ Railroad westbound to Settlemyer Place.